Topic: Agency Records Check Procedures for Newly arrived Soldiers	OPR: ASAP POC: **Fernando Degadillo 4-4153** DES POC: **Mike Butolph 4-2591** MEDDAC POC: **CPT Gordon Lyons 4-3631** ACS POC: **Robert Lucas (AER) 4-3513** **Susan Alderman (VADASATS) 4-4470** DHR POC: **David Aboytes (eMilpo) 4-5866**
Reference: ALARACT 125/2009. Subject: The Army Campaign Plan for Health Promotion, Risk Reduction, and Suicide Prevention	

Background :

• The Community Health Promotion Council (CHPC) has identified the need to have the above named agencies run a check through their Enterprise Databases on newly arriving Soldiers, the results of which will be consolidated in the CHPC SharePoint page on the NTC Portal .   This will give commanders a tool to help identify at-risk Soldiers.

Procedure:

•   Each OPR agency above will identify a POC to the DHR to be added to a distribution list to receive the In-Log via email on a weekly basis, every Friday.

•   Each agency POC will check their respective systems (see list below) going no more than five years back, and annotate the data on the SharePoint page through the NTC Portal. Each member will input the required data by Last Name, Last 4 and UIC (a list of all UICs can be obtained from the eMilpo Section, 380-3274). Their information will be merged into a master spreadsheet which will be viewed by Command Leadership Teams for their respective units.

<div align="center">

DES: COPS
DHR/ASAP: DAMIS
MEDDAC: AHLTA, DODSER
DFMWR/ACS: AER, VADASATS
DHR: eMilpo (EFMP)

</div>

•   Each agency POC will have their portion of the data input into the system no later than two business days after receipt of weekly in-log.